

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
OF THE  
GREATER ROCKFORD AIRPORT AUTHORITY**

A Regular Meeting of the Board of Commissioners of the Greater Rockford Airport Authority was held on Thursday, September 22, 2022, in the Greater Rockford Airport Authority Auditorium, 60 Airport Drive, Rockford, IL.

Chairman Cicero called the meeting to order at 5:04 pm.

<b>Commissioners &amp; Legal Counsel</b>	<b>Present</b>	<b>GRAA Staff</b>	<b>Present</b>	<b>Guests/Other Staff</b>
Pat Agnew	X	Mike Dunn	X	Tracey Halbrader
Paul Cicero	X	Shelly Cassaro	X	Citizens (10)
Tom Dal Santo		Kathy Bruggeman	X	Audrey Moon, Chartwell
Tonya Lamia	X	Zack Oakley	X	
Tom Myers	X			
Mike Schablaske	X			
Leslie West	X			
Tom Lester	X			

A motion was made by Commissioner Agnew, seconded by Commissioner West, and was unanimously approved to accept the minutes of the Regular Meeting of the Commissioners on August 25, 2022.

**STAFF REPORTS:**

**Shelly Cassaro – Deputy Director of Finance and Administration** reported the following:

- Financial Report with a monthly recap sheet
  - Cash position is similar to the prior year. Operating reserves have increased to meet the Airport reserve goal.
  - Total revenues exceed expenses by \$4,879,678.
  - Operating revenues are 10.8% over budget year to date. This primarily consists of increases in fuel flowage and aircraft parking fees.
  - Operating expenses are 13.5% under budget year to date.

- Overview of our new Hidden Disabilities program in the Terminal Building. We had our first customer utilize the program. All staff in the Terminal Building handled it with the upmost care.
- The outdoor flowerpots by the entrance/exit doors are now updated and ready for the fall holidays.

**Zack Oakley – Deputy Director of Operations and Planning** gave a PowerPoint Presentation on the following:

- FY2022 Airport Improvement Funding
- Monthly air cargo landed weight
- Monthly enplanements
- Cargo Building #3 construction progress

**OLD BUSINESS:** None

**NEW BUSINESS:** Chairman congratulated Michelle Cassaro and the Finance Department for the receipt of another Distinguished Budget Presentation Award for fiscal year 2021. This award is the highest for of recognition in governmental budgeting. Its attainment represents a significant achievement.

**PUBLIC COMMENTS:**

Jillian Neece of Roscoe, IL distributed alternative plans to each Commissioner for the perimeter road in relation to the Bell Bowl prairie.

**RESOLUTIONS & ORDINANCES:**

Commissioner Schablaske motioned to approve **Resolution #22-33** approving a five-year Contract to Absolute Fire Protection in the amount of \$130,360 for Fire Suppression Systems maintenance for the AAR MRO facility. The motion was seconded by Commissioner Agnew and was unanimously approved.

Commissioner Schablaske motioned to approve **Resolution #22-44** approving a five-year Contract to 3S Incorporated of Harrison, Ohio, in the amount of \$34,064 for Fire Suppression Inspection for the AAR MRO facility. This will supplement the maintenance done by Absolute Fire Protection. The motion was seconded by Commissioner Lamia was unanimously approved.



Commissioner Schablaske motioned to approve **Resolution #22-45** approving a Consultant Engineering Services Agreement with Crawford, Murphy and Tilly, Inc. for Project RFD-4798 Construct South Parallel Taxiway to Runway 7/25 Taxiway P (Phase 1). The motion was seconded by Commissioner Agnew and was unanimously approved.

Commissioner Schablaske motioned to approve **Resolution #22-46** approving a one-year Contract Extension for a total amount not to exceed \$175,000 to Squeaky Clean Janitorial Inc. of Rockford, Illinois, for janitorial and cleaning services of GRAA properties. The motion was seconded by Commissioner Agnew and was unanimously approved.

Commissioner Schablaske motioned to approve **Resolution #22-47** approving a Contract to William Charles Construction of Rockford, Illinois, for ITB#22-16 Parking Lot Removal and Rehabilitation for 2,010 square yards, in the amount of \$55,194.60. This is for properties at 36 and 39 Airport Drive. The motion was seconded by Commissioner Lamia and was unanimously approved.

There being no further business, Chairman Cicero motioned to adjourn. The motion was seconded by Commissioner Agnew and was unanimously approved. The meeting adjourned at 5:35 pm.